(DUGOUT SAMPLE)

CONSTITUTION AND BY-LAWS

NATIONAL ORDER OF TRENCH RATS

DUGOUT # \_\_\_\_\_\_\_

**C O N S T I T U T I O N**

**ARTICLE 1 – NAME**

This Dugout shall be known as Dugout # \_\_\_\_\_, Sector of\_\_\_\_\_\_\_,of the NATIONAL ORDER

OF TRENCH RATS.

**ARTICLE II – PURPOSE**

The purpose of this Dugout is to build better lives for all our Nations Veterans and their families

and, in furtherance of that purpose, to support the Constitution and By-Laws of The National

Order of Trench Rats.

**ARTICLE III – MEMBERSHIP**

Membership in this Dugout shall conform with the requirements as set forth in Article 12,

of the Imperial By-Laws. There shall be no special or honorary memberships in this Dugout.

**ARTICLE IV – ADMINISTRATION**

Section 1: The administrative affairs of this Dugout shall be vested in the Dugout Red Eyed Gnawer and must be ratified by a majority vote of those dugout members present

and voting, at the next regular Dugout meeting.

Section 2. At the time specified in the Dugout By-Laws, the Dugout shall elect annually a

Golden Rodent, Silver Rodent, and a Blue Rodent. Such other officers as may be necessary

to operate the Dugout may be appointed by the Golden Rodent with the approval of the Dugout.

**ARTICLE V – EXECUTIVE**

The executive power of thisDugout shall be vested in the Dugout Golden Rodent.

 **B Y – L A W S**

**ARTICLE 1 – ORGANIZATION**

Section 1: This Dugout recognizes the National Organization incorporated by Act of

Congress in 1924, and affirms its allegiance, and subordination to the National Organization, its Constitution, By-laws and all rules, mandates and regulations promulgated pursuant thereto. Upon dissolution of the Dugout, the assets remaining after the payment of its debts shall be distributed as provided in Article 16, Section 7 of the Imperial By-Laws.

Section 2: The governing body of this Dugout shall be the Dugout in session, except as otherwise provided in this Constitution and By-Laws.

Section 3: Minutes of the meetings of the Dugout, shall be kept and be available for inspection by any Dugout member in good standing.

**ARTICLE II – CHARTER**

The Charter of this Dugout, issued by the Imperial Council, is its authority to function and

shall be displayed behind the Golden Rodent’s station at all regular meetings.

**ARTICLE III - OFFICERS**

Section 1,

Para. 1: The Dugout shall elect annually a Golden Rodent, Silver Rodent, and Blue Rodent. Neither the Dugout Golden Rodent nor any Dugout elected officer may serve as Dugout Red Eyed Gnawer.

Para. 2: The Golden Rodent, with the approval of the Dugout, shall appoint the Red Eyed Gnawer and Dugout Committees, with the exception of the Nominating Committee, which shall be

elected by the Dugout.

Para. 3: Such other officers as may be necessary to operate the Dugout may be appointed by the Golden Rodent, with the approval of the Dugout.

Para. 4: A Dugout officer report shall be submitted to Sector and Imperial within ten (10) days after the installation of newly elected or appointed Dugout officers or in the event of any subsequent change in the Dugout officers during the membership year.

Para. 5: There shall be no voting by proxy or voting by absentee ballot.

Section 2,

Para. 1: The Golden Rodent shall be the presiding officer at all Dugout meetings and in his

absence, the duty will fall to the next highest officer in line of succession who is present.

Para. 2: The Silver Rodent shall be the Membership Chairman and as such is responsible

for campaigns to increase membership.

Para. 3: The Red Eyed Gnawer shall keep an accurate record of all monies received and

disbursed and shall deposit any monies received as soon as possible. The Red Eyed Gnawer

shall make a report on Dugout finances at each meeting and records shall be open to any member in good standing when a request is made in writing. An annual financial report, in accordance with the requirements of the Imperial By-Laws, shall be submitted to Sector and Imperial.

Section 3,

Para. 1: Upon election or appointment, and installation of the successor to any such Dugout

office, all Dugout property in his or her predecessor’s possession shall be surrendered to the newly installed officer.

 **ARTICLE IV - QUALIFICATIONS**

Section 1: Any person in good standing who is a member of this Dugout shall be eligible to any elective or appointed office (Associate members may be appointed to appointed positions only in this Dugout), except as otherwise provided in this Constitution and By-Laws.

**ARTICLE V – TENURE OF OFFICE**

Section 1: Officers for the Dugout shall be nominated during the May meeting and again immediately prior to the June election meeting.

Section 2: Newly elected and appointed officers shall be installed as the last order of business prior to closing out the Dugout meeting. They shall serve for one (1) year or until newly elected or appointed officers have been installed.

Section 3:

Para. 1: Unexcused absence of any officer from three (3) consecutive meetings shall be cause for removal by the Dugout, and the Golden Rodent is empowered to appoint a Dugout member to serve the unexpired term, subject to the approval of the Dugout.

Para. 2: In the event the office of Golden Rodent shall be vacated for any reason, the Silver

Rodent shall be elevated to Golden Rodent, Blue Rodent to Silver Rodent and the vacancy filled as outlined in Para. 1 of this Section.

Section 4: It shall require a majority vote of those dugout members present and voting to elect

a candidate for any dugout office. It shall also require a majority of votes cast to elect delegates or alternates to a Sector or Imperial Rendezvous.

**ARTICLE VI – MEMBERSHIP**

Section 1: No new applicant shall be denied Dugout membership if he or she meets the eligibility requirements as set forth in Article 12 of the Imperial By-Laws.

Section 2: Only members of the Dugout in good standing are eligible to vote on any motion or at any election.

Section 3: Members of another Dugout may secure a transfer of membership to this Dugout,

with the approval of the membership of this Dugout.

Section 4: They will be voted upon by a 2/3 vote of members present necessary for election

to membership.

**ARTICLE VII – FINANCES**

Section 1: The Red Eyed Gnawer or other designated officer shall deposit all monies in the

name of the Dugout and shall countersign with the Golden Rodent or one other designated Dugout officer on all checks.

Section 2: The Red Eyed Gnawer or other designated Dugout officer shall be charged with

handling normal finances in the operation of the Dugout.

Section 3: Membership dues shall be as provided in the Imperial By-Laws.

**ARTICLE VIII - MEETINGS**

Section 1: Regular Dugout meeting dates, time and location shall be determined by majority vote of the Dugout in session.

Section 2: The Dugout must hold at least four (4) regular meetings with a quorum present within a membership year.

Section 3: Special meetings of the Dugout may be called by the Golden Rodent whenever

the Golden Rodent may deem it necessary, or when the Golden Rodent is requested in writing to do so by ten (10) or more Dugout members.

Section 4: Rules of Dugout meetings shall be as follows:

 RULE 1. A quorum shall consist of seven (7) members in good standing, of

 which at least two (2) must be elected Dugout officers.

 RULE 2. Robert’s Rules of Order, Revised, shall govern the Dugout in all

 cases to which they are applicable and in which they are not

 inconsistent with this Constitution and By-Laws, the Sector

 Constitution and By-Laws, or the Imperial Constitution and By Laws.

 RULE 3. Discussion of personal grievances will not be in order on the floor

 unless introduced by the Grievance Committee or other Committees

 having authority to consider any such matters.

 RULE 4. Matters concerning only an individual member, with respect to his

 or her own personal interest, shall not be in order but may be taken

 before the proper Committee.

 RULE 5. Voting shall be by the sign of a True Trench Rat unless requested

 By at least seven (7) members,

**ARTICLE IX – COMMITTEES**

Section 1: All Dugout committees will meet at the call of the Golden Rodent, or as

otherwise provided in this Constitution and By-Laws.

Section 2: Committees shall consist of not less than three (3) nor more than seven (7)

members (except as may otherwise be herein provided), including the Chairman.

Committees shall be appointed by the Golden Rodent, with the approval of the Dugout,

with the exception of the Nominating Committee, which shall be elected by the Dugout.

Section 3: The Dugout shall have an Audit Committee composed of at least three (3)

members of the Dugout, excluding the Golden Rodent, Silver Rodent, Red Eyed Gnawer

and Finance Committee Chairman. The Audit Committee shall conduct an annual audit

in accordance with the requirements of the Imperial By-Laws.

**ARTICLE X – MISCELLANEOUS**

Section 1, Para 1: These By-Laws may be amended at any Dugout meeting by a vote of

two-thirds of those Dugout members present and voting, subject to approval of the Sector

and Imperial Bench Rats, and effective only after date of said approval, provided that any

such amendment is read at two (2) meetings and that all Dugout members were notified of the proposed change prior to each of the two (2) meetings.

Section 1, Para 2: A copy of this Constitution and By-Laws shall be properly affixed to the

back of the framed Charter to prevent its loss and in order that it may always be available

for reference.

Section 1, Para 3: To the extent to which any of the provisions of this Constitution and

By-Laws are, or may at any time become, inconsistent or in conflict with the provisions

of the Constitution and By-Laws and lawful mandates, decisions, and regulations of the

Imperial Organization, as now in force or as hereafter amended or adopted, this instrument

shall be deemed amended so as to conform thereto.

Section 2: All disciplinary actions shall be conducted in accordance with Article 16 of

the Imperial By-Laws and applicable Regulations of the Imperial Executive Committee.

Section 3: The masculine gender, whenever used in these By-Laws, and any document

used by the National Order of Trench Rats, shall include the feminine gender. The

Imperial Bench Rat shall be authorized to make minor housekeeping changes to these

By-Laws without changing the effect t and rules of these By-Laws.

Section 4: The National Order of Trench Rats will not tolerate any malicious form of discrimination, including racial, religious, gender, age, and sexual orientation. Moreover,

the organization does not endorse or tolerate any initiation rituals of hazing or harassment

of any kind other than benign handshakes, and orientation including a school of instruction

related to voting procedures, passwords, and organizational procedures. Violations will be subject to disciplinary action which may also include forfeiting of membership in the

National Order of Trench Rats.

Adopted after this second and final

 reading on the \_\_\_\_\_\_\_\_\_day

 of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_

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RED EYED GNAWER (DUGOUT) GOLDEN RODENT (DUGOUT)

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DUGOUT BENCH RAT IMPERIAL BENCH RAT